

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 29
FEBRUARY 11, 2015– WORK SESSIONS**

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 11, 2015 at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: David Wechner, Director, Paula Bradshaw, Brad Johnson

Others Present: Elaine Marlow, Budget Director, Dan Mitchell, Chief Civil Prosecuting Attorney

Record @ 00:05

Subject/Description: Amendments to Critical Areas Ordinance Practices

Attachment: yes

Action Requested: David Wechner introduced the ordinance adopting interim official controls to amend development regulations in Island County Code Chapters 17.02 and 17.02B that apply to pre-existing agricultural activities within Critical Area Overlay Zones. The Interim Official Control would provide a short term legislative measure to address the Court of Appeals decision from 2004 and satisfy the Growth Management Hearings Board Order Finding Continuing Non-Compliance issued on July 14, 2014; would allow Island County the time needed to address the concerns of the Court and improve upon the earlier programs; and, would balance critical area protection with preservation of farmland and rural character.

The amendments are designed to allow the critical area exemption for Existing and On-Going Agricultural Activity (operations that preexisted the effective date of the initial ordinance) that are located on lands zoned CA and RA; lands that participate in the agricultural tax program; and lands that are encumbered in perpetuity by a recorded easement created for the purpose of preservation of agricultural practices. So long as the Existing and On-Going Agricultural Activities are conducting their activities in compliance with Best Management Practices.

Follow up: Okay with full Board to set a public hearing date at the February 17th meeting to be held within 60 days of the adoption of the interim ordinance.

Subject/Description: TAG group for Critical Areas Ordinance update

Attachment: none

Action Requested: Brad Johnson informed the Board the TAG's function is to provide technical oversight and not to make policy decisions. The proposed group is comprised of the following:

Agencies & Citizens

Susan Meyer	DOE, Wetlands Specialist
Jamie Hartley	Citizen Representative
Matt Kukuk	Industry Representative, Saratoga Environmental LLC
Colin Hume	DOE
Karen Bishop	WICD
Monte Marti	SCD

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 30
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Island County Staff

Public Health	Ground and Surface Water
Public Works	Geohazards
Planning	Wetlands
WSU	Critical Areas, Agriculture

Follow up: Brad will forward the list of names to the Board for their review and feedback prior to sending formal invitations.

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, February 11, 2015 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Helen Price Johnson, Chair	Staff: Pam Dill
	Richard Hannold, Member	
	Jill Johnson, Member	

Present: Sheilah Crider, Auditor, LaRae Brown

Others Present: Elaine Marlow, Budget Director

Record @ 01:02:30

Subject/Description: Request for Bids for Official Legal County Newspaper

Attachment: yes

Action Requested: Award Bid for Official County Legal Newspaper as required under RCW 36.72.075.

Follow up: Okay with full Board to move forward to the first Tuesday meeting in April.

Subject/Description: Status update on Accountant position

Attachment: none

Discussion: Sheilah Crider and LaRae Brown briefed the Board on the steps they have taken and difficulties they are having hiring an accountant. The position has now been vacant for 4 months.

Follow up: Commissioner Price Johnson will do some outreach with Human Resources.

Subject/Description: Introduction of the plan for Continuity of Operations Plan (COOP Plan) for the Auditor's Office

Attachment: none

Information: Sheilah Crider briefed the Board on the requirement from the Secretary of State to create a COOP Plan on how Elections will be conducted in the case of an emergency.

Follow up: Sheilah will contact Eric Brooks, DEM and Larry VanHorn, Facilities Director.

Subject/Description: Update on Elections Training

Attachment: none

Information: WSP Signature Verification Training has been moved to May 12, 2015.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 31
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Subject/Description: eRecording update

Attachment: none

Information: Sheilah Crider reported to the Board on the progress of eREET and eRecording.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, February 11, 2015 at 10:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Wylie Farr, UnderSheriff Mauck

Others Present: Elaine Marlow, Budget Director

Record @ 01:20:45

Subject/Description: Annual Equitable Sharing Agreement

Attachment: yes

Action Requested: Approval of Annual Equitable Sharing Agreement reflecting the fund balance in the Federal Asset Forfeiture Fund.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Site Agreement with San Juan for sharing of Repeater

Attachment: Site Sharing Agreement

Action Requested: Approval of Site Sharing Agreement between Island County Sheriff and San Juan County Sheriff; will share utilization of Island County's repeater on Mt. Constitution with San Juan County Sheriff; Period: January 1, 2015 to December 31, 2015; \$1,496.00/year.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: Site Agreement with Skagit County for sharing of Repeater

Attachment: Site Sharing Agreement

Action Requested: Approval of Site Sharing Agreement between Island County Sheriff and Skagit County Sheriff; will share utilization of Island County's repeater on Little Mountain with Skagit County Sheriff; Period: January 1, 2015 to December 31, 2015; \$1,040.00/year.

Follow-up: Okay with full Board to move forward to a Tuesday agenda.

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, February 11, 2015, at 11:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member

Staff: Pam Dill

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 32
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Jill Johnson, Member

Present: Wanda Grone, Treasurer, Christian Chambers

Others Present: Elaine Marlow, Budget Director

Record @ 01:30:02

Subject/Description: Resolution to Cancel Uncollectible Personal Property Taxes

Attachment: Resolution, Treasurer's Affidavit and "Exhibit A"

Action Requested: Approval to move forward with resolution in the matter of cancellation of uncollectible personal property taxes as of February 2015.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Subject/Description: Property tax foreclosure

Attachment: Resolution

Action Requested: Approval to move forward with resolution issuing certificate of delinquency for only 2012 and prior unpaid taxes.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

Subject/Description: Resolution to approve Specifications and Authorize Call for Bids for Title Reports for the 2015 Foreclosure action

Attachment: Resolution, Request for Bids and Specifications

Action Requested: Approval of solicitation of bids for Title Reports for the 2015 Tax Foreclosure action.

Follow up: Okay with full Board to move resolution forward to a Tuesday consent agenda.

**Facilities Department
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, February 11, 2015, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Larry Van Horn, Facilities Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:42

Subject/Description: RFP for Island County Administrative Space and Departmental Space Needs Assessment preliminary to Master Planning

Attachments: draft RFP

Discussion: Larry Van Horn briefed the Board on the development of the space needs assessment RFP.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 33
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**IT/Central Services
Summary Minutes**

Work Session was held between the County Commissioners and Central Services on Wednesday, February 11, 2015, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: Pam Dill

Staff Present: **John Kent, Director, Jenean Boggs**

Others Present: **Elaine Marlow, Budget Director**

Record @ 01:57:00

Subject/Description: 2015 Copier Replacements

Attachment: 2015 Copier Replacement list and Memorandum dated 1/28/15

Action Requested: Approval of the acquisition of 6 Sharp Business Systems copiers; \$44,339.59 (incl WSST)

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: 2015 Web Design Contract

Attachment: none

Action Requested: John Kent informed the Board that the IT Strategy Team voted to accept the RGen Solutions proposal for the SharePoint website design & branding; Amount: \$34,240.00.

Follow up: Okay with full Board to move forward with Statement of Work.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 11, 2015 at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: Pam Dill

Staff Present: **Bruce Rohm**

Others Present: **Elaine Marlow, Budget Director, Keith Higman**

Record @ 02:04:30

Subject/Description: **Job Requisitions**

Attachment: yes

Action Requested:

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Public Works

- ER & R Administrative Assistant, Replacement, NR-9, #020/15
Commissioner Johnson moved to approve Job Requisition #020/15. The motion was seconded by Commissioner Hannold and carried unanimously.

Assessor

- GIS Administrator, Replacement, C-11 #017/15
Commissioner Hannold moved to approve Job Requisition #017/15. The motion was seconded by Commissioner Johnson and carried unanimously.

Juvenile Court Services

- Juvenile Detention Officer (PT), Replacement, C-9, #019/15
Commissioner Hannold moved to approve Job Requisition #019/15. The motion was seconded by Commissioner Johnson and carried unanimously.

Public Health/DNR

- EHSII/MRC Coordinator, Increase Hours, C-11, #018/15
Commissioner Johnson moved to approve Job Requisition #018/15. The motion was seconded by Commissioner Hannold and carried unanimously.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 11, 2015, at 11:25 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: **Pam Dill**

Staff Present: **Elaine Marlow, Budget Director**

Record @ 02:18:40

Subject/Description: Calendar for 2016 Budget Adoption Process

Attachments: yes

Discussion: Elaine Marlow discussed with the Board the calendar for 2016 budget adoption process. RCW's require a public hearing to be held on the first Monday in October *or* the first Monday in December.

Follow up: Continue discussion to a March work session.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, February 11, 2015 at 11:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: **Pam Dill**

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Others Present: Elaine Marlow, Budget Director

Record @ 02:44:50

Subject/Description: Veterans' Advisory Board

Attachments: yes

Action Requested: The Board considered reappointments to the Veterans Advisory Board.

Follow up: Okay with full Board to move recommendation forward to a Tuesday agenda.

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, February 11, 2015, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Helen Price Johnson, Chair Richard Hannold, Member Jill Johnson, Member	Staff: Pam Dill
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Staff Present: Brooke Powell, Court Administrator, Andrew Somers, Carla Grau-Egerton, Sara Maher

Others Present: Elaine Marlow, Budget Director

Record @ 02:49:50

Subject/Description: Island County Appointed Special Advocates (CASA) presentation

Attachment: yes

Information: CASA presentation by Carla Grau-Egerton, CASA Program Coordinator.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board